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CM/ECF	Chapter II
	Case Opening
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U.S. Bankruptcy Court, Southern District of Florida	Upload the Creditor Matrix

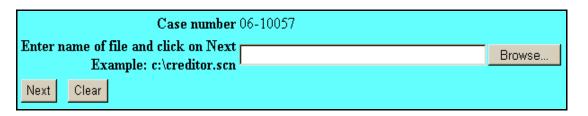
II. Upload Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. This process is also included in Chapter II, Section 2, "Upload a Creditor Matrix".

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Creditor Maintenance**.
- STEP 3 Click Upload a creditor matrix file.
 - ♦ **NOTE**: The creditor matrix must be in a .txt (or .scn) file format before it can be successfully uploaded. This is the <u>only</u> file that must be in a text format, not PDF format.
- STEP 4 At Creditor Maintenance, click **Upload a creditor matrix file** to upload a file (or click **Enter individual creditors** to manually upload data NOT recommended).
 - ♦ The following screen confirms the case number. Click **Next**.
- STEP 5 **Load Creditor Information** This screen will verify the case number and provide an example of the required format name; e.g., "**creditor.scn**". This is the same format required by the court prior to accepting electronically filed matrices.

It is helpful to know the <u>number of creditors</u> being filed.

Click **Browse** to locate the creditor matrix file. It is good practice to ALWAYS view the contents of any file prior to uploading it into the system (single-click the filename, right-click with your mouse, then select Open to view). Once opened and viewed, close the screen and you will be returned to the directory of your document. Double-click on the highlighted file or select Open. The document will then populate the **Browse** field and the file is attached. Click **Next**.



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STEP 6 Add Creditor(s) - This will ask the user to verify the <u>number of creditors</u> being added. Click **Submit**.



STEP 7 The **Creditors Receipt** screen will confirm the number of creditors added into the database.



NOTE: This event will NOT generate a Notice of Electronic Filing, nor will it appear on the case docket.